

EMPLOYMENT OPPORTUNITY

1. RPA #
SSJDC - 006
ANALYST'S INITIALS
XXX
DATE
12/08/15

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (Typing)	POSITION NUMBER 531-100-1139-xxx	TENURE PERMANENT	TIME BASE Full Time	CBID R04
OFFICE OF Sacramento-San Joaquin Delta Conservancy		LOCATION OF POSITION (CITY or COUNTY) West Sacramento		MONTHLY SALARY Office Technician (Typing) \$2,809 - \$3,515
SEND APPLICATION TO:		REPORTING LOCATION OF POSITION 1450 Halyard Drive, Suite 6		
Sacramento-San Joaquin Delta Conservancy 1450 Halyard Drive, Suite 6 West Sacramento, CA 95691 Attn: Jessica O'Connor		SHIFT AND WORKING HOURS DAYS - 8:00am – 5:00pm		
		WORKING DAYS, SCHEDULED DAYS OFF MON through FRI, DAYS OFF: SAT-SUN		
		PUBLIC PHONE NUMBER (916) 375-2084		
		SUPERVISED BY AND CLASS TITLE Staff Services Manager I		FILE BY 12/21/2015

To access more information, please go to the Department link: <http://deltaconservancy.ca.gov/job-opportunities/>

This is a job announcement for the Sacramento-San Joaquin Delta Conservancy located in West Sacramento, conveniently located off Interstate 5 with free parking. If interested in this position, please submit a completed employment application, STD. 678, cover letter, and résumé to the above address.

Specify the Position Number on the State application as well as your basis for eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanations box on the application. If eligibility based on employment list, please submit a copy of exam results. Surplus candidates must attach a copy of their letter. Applications received without the above information MAY NOT be considered for review. If you are not a current or former State employee, you must first take an examination to obtain list eligibility. For information on how to become a state employee, please refer to the CALHR website: www.jobs.ca.gov/

ESSENTIAL FUNCTIONS

Under the direction of the Staff Services Manager I, the Office Technician (Typing) in the Delta Conservancy provides support to the Executive Officer and Deputy Executive Officer, performing a variety of office work and secretarial support; relieves the Executive staff of a variety of important administrative and office details.

Coordinate the office workload including office services, meeting planning, and inventory of office supplies on a weekly basis, and in a proactive manner, maintain supply needs. Direct the flow of mail by opening, sorting, and logging the mail items. Draft and type correspondence for the Executive staff's signature as directed. Review all outgoing correspondence for accuracy, grammar, and program format prior to the Executive staff's signature.

Handle receiving of office supply orders for the office and distributes supplies accordingly. Maintain logs for tracking invoices and goods received. Provide distribution, duplicating, and organizing of contractual, financial, and program files and documents—both electronic and paper files, as well as other confidential filing. Provide data entry to various systems as needed including Fi\$Cal. Gather data and prepare easy to read charts, graphs, spreadsheets, and reports for management as needed. Provide delivery services as necessary to various state agencies such as Department of General Services, etc. Provide delivery services as necessary to various state agencies such as Department of General Services, etc. Provide changes or updates as directed to procedures and manuals in the department.

Assist with preparation of the Board meeting and meeting materials (agendas, budgets, and staff reports), to include photocopying, printing, stapling, and collating. Schedule the Conservancy's conference room, and provide backup to the Board Liaison at Board meetings with meeting minutes and Board member roll call as needed.

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<p>Maintain organization of equipment, furniture, and cabinet supplies in the conference room and the copy and supply room. Contacts Information Technology department (IT) or appropriate vendors for equipment repairs as needed in the office. Contacts property management staff when building issues arise, i.e. heating and cooling issues, lighting needs, janitorial issues and building, suite or office repairs and ensure issues are resolved.</p> <p>Greets and directs visitors, provides information and assistance to the public. Answer and screen telephone calls and respond to inquiries and questions with standard information about the Conservancy. Exercises discretion in directing calls. Take telephone messages, and coordinate with program staff to refer callers to the appropriate staff member.</p> <p>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • Handle changing priorities, establish and maintain cooperative working relationships with an interdisciplinary, interagency staff team, officials and technical experts from state and federal agencies, consultants, stakeholder groups, and the public. • Must be able to independently analyze problems and take effective action. • Handle sensitive and confidential assignments with tact and diplomacy. • Ability to work cooperatively with a small team. • Work under pressure and time constraints. • Communicate effectively. • Experience in administratively supporting state boards and commissions. • Ability to use Microsoft Office Suite products, including: Outlook e-mail/calendars, Word, Excel and PowerPoint. • Maintain consistent and regular attendance. <p>KNOWLEDGE AND ABILITIES Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p>Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p>WORKING CONDITIONS Work Schedule is Monday – Friday, from 8:00 a.m. – 5:00 p.m. Work in West Sacramento in an office building.</p> <p>SPECIAL REQUIREMENT – Office Technician (Typing) Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. Certificate must be provided with application packet or at the interview.</p>			